



JOB POSTING

Applications Accepted
Through May 1, 2016

Position: Communications Coordinator
Department: Community Services
Employee Category: Full-Time
Monthly Salary Range: \$3,552 - \$4,973
Work Schedule: Monday–Friday / 8:00AM–5:00PM (may include occasional evenings or weekends)
To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B - 2000 Forest Ridge Drive.

JOB SUMMARY: Provides the public, city staff, city council, and community with information under the supervision of the Public Information Officer. Must be a creative, dynamic individual who can multi-task and maintain information files and records. Provide the primary design, maintenance, and updates of the City of Bedford website(s). Assist in the monitoring, reporting, researching, and evaluation of projects and programs. Provide graphical support to other city staff with regard to Communications information.

MINIMUM QUALIFICATIONS:

- Degree preferred in Graphic Design or associated field; 2 to 4 years related experience and/or training; or equivalent combination of education and experience.
- Must provide a portfolio of Graphic Design work.
- Have knowledge of both Apple and PC programs such as Final Cut Pro, Adobe Dreamweaver, Indesign, and Photoshop.
- Demonstrated knowledge of PC programs including Microsoft Office products such as Word, Excel, Access, PowerPoint, publishing programs, and web development tools.

SKILLS AND EXPERIENCE:

- Keyboarding skills of 40 wpm.
- Design experience in both print and web media.
- Design experience with magazine layout desired.
- Advanced social skills to effectively communicate with employees and the public.
- Advanced written and verbal communications.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer